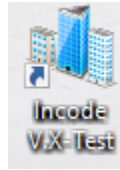
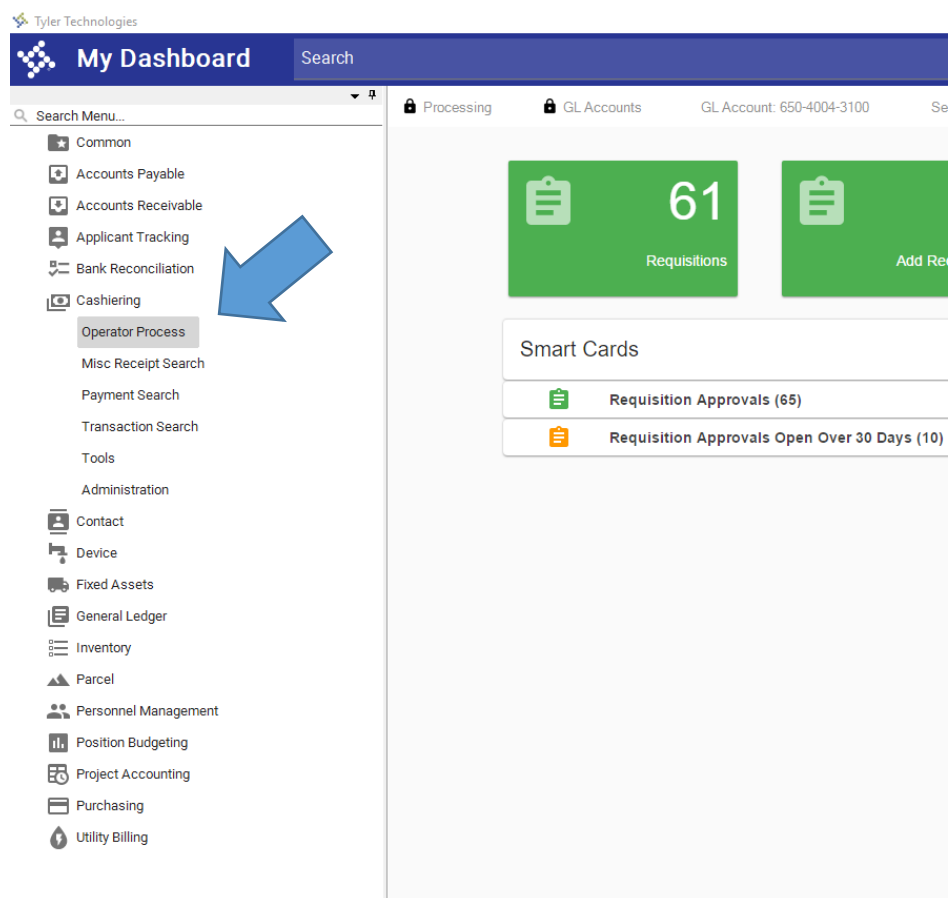


Cashiering notes:

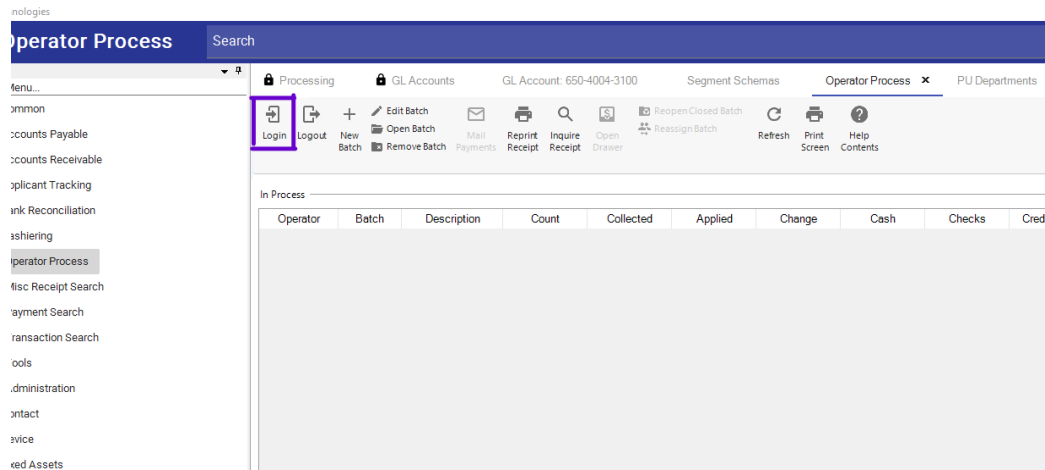
- Go into Incode V.X-Test (will change to Incode V.X-Production when we go live)



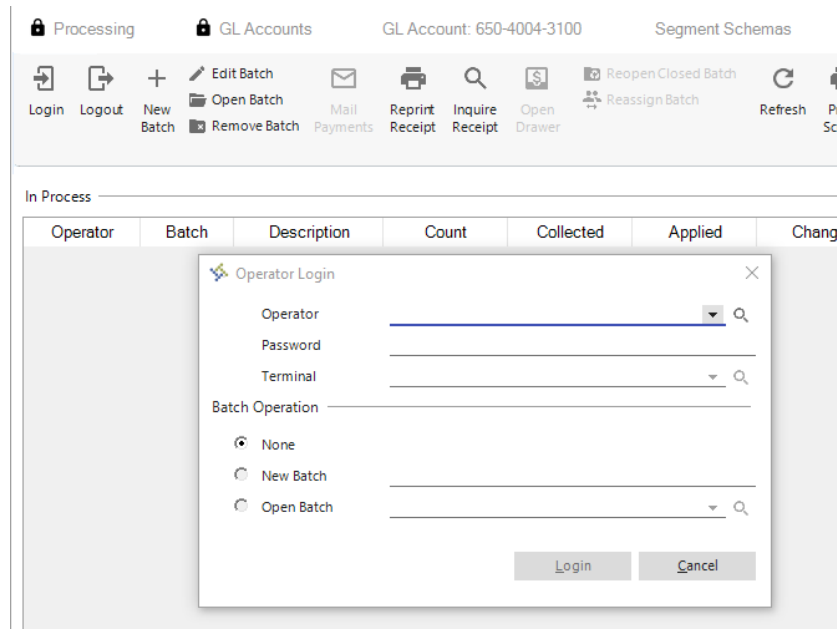
- Log in using the same login you use for your computer
- Using your menu on the left side of your screen, select: “Cashiering” then “Operator Process”



- If you are not automatically logged in you can select the “login” button on top left



- Log in using your operator name, enter your password, and select your terminal. If you do not have a specific password, 1234 is the default.
- Under “Batch Operation”, you have the option get a head start on entering a new batch or opening an existing one. Otherwise, select “none” then “log in”.



- When logged in, you will see In-Process batches in the space above and completed batches in the space below.
- Select “new batch” and name the batch as you would normally or as instructed by your supervisor
- Additional features listed at the top of the Operator Process window include the following:
 - You can select “Edit Batch” to rename it
 - You can select “Open Batch” to pull a completed batch from below into the In-Process space above for editing
 - You can select “Remove batch” to remove; this cannot be done if the batch contains transactions.
 - You can select “Reprint a receipt” by entering the receipt number and printing receipt, you can also validate a transaction with a receipt number, or endorse checks with a receipt number.
 - “Inquire receipt”: enter number to view receipt information
 - “Print screen” to take screen shot
 - “Help Contents” to view support pages
- Select your batch and hit “receipting” on the right

My Dashboard Operator Process ✕


Login Logout + New Batch Edit Batch Open Batch Mail Payments Reprint Receipt Inquire Receipt Open Drawer Reopen Closed Batch Reassign Batch Refresh Print Screen Help Contents

In Process

Operator	Batch	Description	Count	Collected	Applied	Change	Cash	Checks	Credit Cards	Other	Burned	Voids	Time In	
Kathleen	B00000014	Chashierng Gui	0	0.00	0.00	0.00	0	0	0	0	0	0	0	Receipting Void Receipt Batch Review Complete Batch

Completed Batches

<input type="checkbox"/> Select	Operator	Batch	Description	Approved	Count	Collected	Applied	Change	Cash	Checks	Credit Cards	Other	Burned	
<input checked="" type="checkbox"/>	Kathleen	B00000013	6.25.20 Adams R	<input checked="" type="checkbox"/>	3	-571.00	-571.00	0.00	1	1	1	0	0	Review Report Approve Close Out



- Enter initials in “Taken By” cell
- Transaction codes should be the same as Incode 9. To manually enter a GL number, use code 199.

Receipting

Close and Cancel Receipt ? Help

Batch: B00000014 - Chashiering Guide

Receipt Number: R01764281 Taken By: SC

Transaction Code

Number	Description
199.0000	Miscellaneous
2.0000	UTILITY MAIL PAYMENT
20.0000	TURN ON FEE
201.0000	Adorni Counter
205.0000	Res YOUTH 1st Month
206.0000	Res YOUTH Consec
207.0000	Res SENIOR 1st Month
208.0000	Res SENIOR Consec

Count = 0 \$0.00

Remove Payment

Total Due \$0.00

Total Collected \$0.00

Total Remaining \$0.00

Change \$0.00

Print Receipt

Email Receipt

Validate Receipt

Endorse Checks

Complete Receipt

- Select your transaction code and hit tab; this will open the Miscellaneous Receipt Maintenance screen
 - Enter name
 - Select your product
 - Change the description as needed (Example: Accident RPT 12345)
 - Enter total amount as a POSITIVE NUMBER for each relevant product. When finished, hit "Save and Close"

Receiving

Miscellaneous Receipt Maintenance

Save and Close Save and New Cancel Transaction Print Screen ? Help

Batch: B00000014
Operator: KT

General Documents

Name: Guide Transaction

Products Add Product Remove Product

Product 110-3540-0124 - Drop-in - resident

Description Drop-in - resident

Quantity 0.000000

Amount 10.00 Distribution

Product	Quantity	Amount	Description	Revenue Account	Cash Account
110-3540-0122	0.00	15.00	Membership-resident	None	
110-3540-0123	0.00	15.00	Membrship-non-resident	None	
110-3540-0124	0.00	10.00	Drop-in - resident	None	
110-3540-0125	0.00	0.00	Open gym - resident	None	

\$40.00

- For Code 199, an additional window named, “Miscellaneous Distribution Maintenance” will open after you enter your amount and then hit tab. You can also click on the “Distribution” button to access this new window
 - Select “Add line” then enter the account number and project (if applicable).
 - If the account number is coming up as invalid account, select the magnifying glass and search the account number and then select from the list.
 - Enter amount as a NEGATIVE NUMBER
 - Continue to “Add Line” as needed for all account numbers and their amounts.
 - When finished select “Close Form” then “save and close” in previous window.

Miscellaneous Distribution Maintenance

Close Form Print Screen Help

199 - Prompt for GL
Description: test

Add Line Remove Line

Distribution

Account 110-3640-0155 - Zoo Class Registration

Project

Amount -50.00

Account	Account Name	Amount	Project	Project Name
110-3540-0104	Special class	-50.00		
110-3640-0155	Zoo Class Re	-50.00		
		(\$100.00)		

- Once you hit “save and close”, you will be brought back to the “Receipting” window. You will now do the following:
 - Enter payor name
 - Payment type and amount

- Continue entering payment type and amount until full amount of distribution has been entered
- Check that the total remaining is zero
- You can remove payments using the “remove payment” button
- Can print receipt for copies or email receipt to customer
- Hitting “Complete receipt” will print a copy as well
- Transaction clears out and next payment can be entered

The screenshot shows the Receipting software interface. At the top, there's a title bar 'Receipting' and buttons for 'Close and Cancel Receipt' and 'Help'. Below that, it shows 'Batch: B00000014 - Chashiering Guide', 'Receipt Number: R01764284', and 'Taken By: sc'. A 'Transaction Code' dropdown is set to 'Miscellaneous' with a search icon. Below this, a table shows one transaction: 'Miscellaneous R01764284 100.00'. A summary row shows 'Count = 1' and '\$100.00'. There are 'Remove Transaction' and 'Edit Transaction' buttons. Below this, the 'Payor Name' is 'test'. The 'Payment Method' is 'CA' with a search icon. A table shows one payment: '1-Cash 50.00'. A summary row shows 'Count = 1' and '\$50.00'. There is a 'Remove Payment' button. At the bottom, a summary table shows: 'Total Due \$100.00', 'Total Collected \$50.00', 'Total Remaining \$50.00', and 'Change \$0.00'. To the right of this table are buttons: 'Print Receipt', 'Email Receipt', 'Validate Receipt', 'Endorse Checks', and 'Complete Receipt'.

- Do not leave a receipting window open if you will be leaving your computer for an extended period
- Note: Money orders – get put in as a check
 - You can endorse checks by entering number in the reference cell, put in check printer and press endorse the check (ignore this step if it is not part of your normal routine)
- Note: any partially completed receipts will appear as a “Burned” receipts in your batch.

- When ready to balance; hit batch review
 - Check your figures. The “applied” amount should equal what you have in your drawer
 - Select the “Receipts” and “transactions” tabs to look at individual receipts. You can void receipts in transactions tab by clicking the receipt number transaction and selecting “void receipt” – **be sure to print a copy before voiding any receipts**
 - “Voids” tab will show voided receipts
 - “Tendered listing” and “Credit Card Listing” tabs will display your transactions in a grid that can be sorted
 - When finished reviewing, select “close form”

Batch: Chashiering Guide

Close Form Print Screen ? Help

B00000014 - Chashiering Guide

Overview

Receipts

Transactions

Voids

Burned

Tendered Listing

Credit Card Listing

Audit

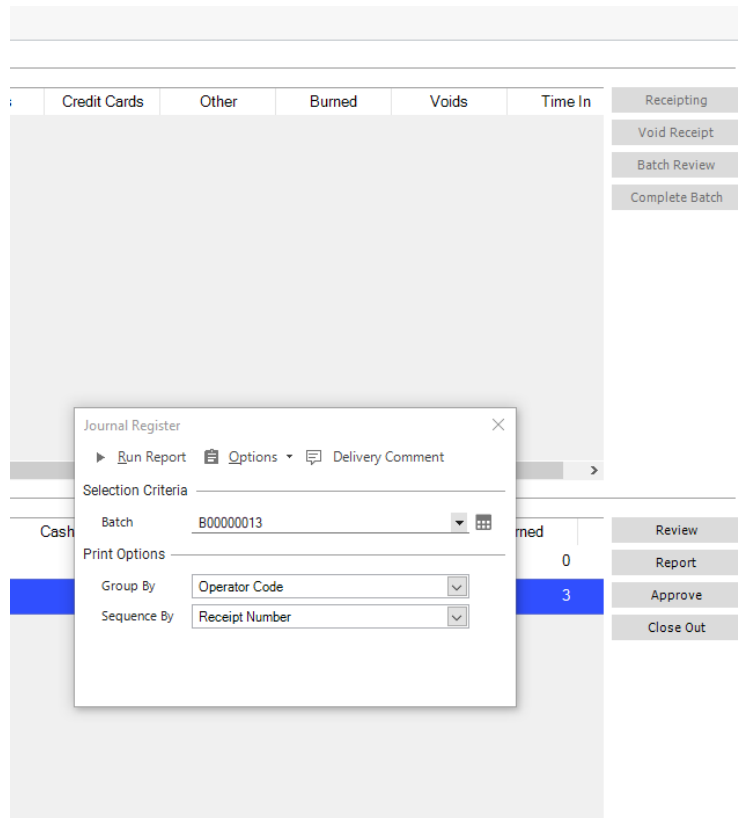
Summary

Total Collected	100.00	Create Date	6/26/2020
Total Applied	100.00		
Total Change	0.00		
Void Count	0		
Burned Count	3		

Payment Type Summary

	Count	Tendered	Change	Applied
Cash	1	100.00	0.00	100.00
Checks	0	0.00	0.00	0.00
Credit Cards	0	0.00	0.00	0.00
Other	0	0.00	0.00	0.00
Total	1	100.00	0.00	100.00

- you can also void receipts in the main operator process by hitting “void receipts”
- When finished, select “complete batch” to send down to the bottom space
 - You can print a journal register by selecting your completed batch
 - select by clicking the box on the left
 - can review again if needed by selecting “review”
 - select “report” the “run report”



- Print and/or save register as per usual
- Print the summary pages and submit to the finance dept.